

Research Manager (Various Classes) Series

California State Personnel Board Specification

Series established April 1, 1976

Research Manager (Various Classes) Series Specification - Class Titles and Codes

Schem	Code	Class Code	Class
LQ50	5734		Research Manager I (General)
LQ54	5853		Research Manager I (Demography)
LQ53	5793		Research Manager I (Economics)
LQ55	7421		Research Manager I (Geographic Information Systems)
LQ52	5735		Research Manager I (Social/Behavioral)
LQ40	5737		Research Manager II (General)
LQ44	5854		Research Manager II (Demography)
LQ43	5794		Research Manager II (Economics)
LQ45	7422		Research Manager II (Geographic Information Systems)
LQ42	5738		Research Manager II (Social/Behavioral)
LQ30	5740		Research Manager III (General)
LQ27	6401		Research Manager III (Demography)
LQ35	7423		Research Manager III (Geographic Information Systems)
LQ32	5741		Research Manager III (Social/Behavioral)

Definition of Series

Research Managers are responsible for leadership of a distinct research or statistical segment of a department. They plan operations, develop staffing requirements, organize and direct the work of a group of employees, and evaluate their work. They hire and separate employees. Research Managers propose and manage budgets for their operations. They set goals, manage resources to meet these goals, and report the results to their management. They direct their operations within the context of the total department and coordinate their work and cooperate with the other parts of the department and with other organizations involved to meet overall departmental goals.

The three levels in this series cover a range from the working supervisor to the highest non-CEA level. Employees may function as generalists or specialist managers.

The basic series in this grouping is Research Manager I, II, III (General). Classes reflecting various occupational specialties are activated as needed by use of the general specification and an appropriate parenthetical designation in the title, such as Research Manager I, II (Economics); Research Manager I, II, III (Demography); or Research Manager I, II, III (Social/Behavioral); or Research Manager I, II, III (Geographic Information Systems). Emphasis is on management skills, with a background in a specific occupational area required where this is essential to informed decision making. The term research as applied to this class series, is defined as systematic, critical, intensive investigation directed toward either a more comprehensive knowledge of the subject or for use in the resolution of program-related issues. This does not include library research solely to gather information; preparing and designing plans, projects, and specifications for transportation or construction projects; or scientific research work in laboratories.

Entry Levels

Entry into this series is typically through the journey level (Research Analyst II) in the Research Analyst class series.

Factors Affecting Position Allocation

Level, variety, and complexity of work; independence of action and decision; supervision received; and degree of supervisory responsibilities serve as differentiating factors between individual classes. The absolute size of staff (indicated in relative terms such as "large" or "very large") is not controlling in determining a supervisor's position allocation if supervision of staff is accompanied by responsibility for consultation to top staff and responsibility for managing the work of the staff in a wide variety of broad research activities. While size of staff should normally reflect activity, scope of program, and the extent to which the head of the activity is a program manager rather than a project worker, size of staff should not be considered an absolute criterion.

The other factors which enter into level determination (particularly in borderline allocations) insofar as they directly affect the Manager's operation, are:

1. Size of research function and number of technical employees supervised.
2. Complexity of research function.

3. Sensitivity of assignment.

4. Level and location of executive to whom the Research Manager reports.

5. Responsibility for decisions made (impact of research projects on the department).

Definition of Levels

Research Manager I (Various Classes)

This is a working supervisor level responsible for a small group of analysts or equivalent employees performing journey level work. A Manager I personally performs the most difficult or sensitive work of the group.

Research Manager II (Various Classes)

This is the first full supervisory level over analytical research and administrative work. In most settings, managers at this level are in charge of a well-established and fully developed research function in a moderate to large department or an equivalent segment in a larger department. Managers II spend much of their time in supervision and management activities rather than personally performing work which can be done by a journeyperson or research program specialist.

Research Manager III (Various Classes)

This is the second full supervisory level responsible for a large and varied research function in one of the larger departments. Supervision is typically given through Managers I and II or equivalent subordinate supervisory levels.

Scope of Research Manager Classes

General

Incumbents in this parenthetical are distinguished from other Research Managers by being required to perform any combination of general management and research duties listed in the Definition of Series. The depth of knowledge required in any one discipline are not as pronounced as found in other areas. This parenthetical is most appropriate for those settings requiring a broad understanding of research or statistical methods, ability to manage analysts,

and ability to synthesize data from a variety of disciplines. The general classes require an overall comprehension of management, research methodology, and statistical procedures.

Demography

Incumbents in this parenthetical specialty are distinguished from other Research Managers by being required to manage and direct research and statistical studies involving the assessment of demographic patterns such as the composition and magnitude of the population, and future population trends. The study conclusions are utilized in estimation of current and future population for the purposes of revenue estimating, tax allocation and limitation, State budget preparation, energy and environmental planning, and providing for future needs for education, transportation, water, air quality and special programs and facilities for the disadvantaged.

Economics

Incumbents in this parenthetical specialty are distinguished from other Research Managers by being required to perform, manage and direct research and statistical studies involving assessment of: the cost, supply, demand, utilization, and trends of a variety of resources, and for program planning and funding purposes. The study conclusions involve analyses of such resources as energy, agricultural products, water, utilities, air, and their impact on the environment; economic and/or labor market trends, as well as program and budget planning.

Geographic Information Systems

Incumbents in this parenthetical specialty are distinguished from other Research Managers by being required to perform, manage, and direct research and statistical studies involving various types of digital spatial data and methodologies associated with geographic information systems. The objectives and conclusions of the studies involve analyses for various purposes, including natural resources management, land use and transportation planning, emergency response planning, and health assessments.

Social/Behavioral

Incumbents in this parenthetical specialty are distinguished from other Research Managers by being required to perform, manage, and direct research and statistical studies involving the research and evaluation of individual or social aspects of human behavior. The study conclusions are utilized for test development, program planning and implementation in such areas as traffic accidents, driver behavior, health care, vocational rehabilitation, delinquency, and criminal behavior.

Minimum Qualifications

Research Manager I (General)

Experience and education which provides ability to perform successfully as a Research Manager at the level for which application is made. and Either I One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Analyst II.

Or II

Experience: Three years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and methodology for a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree in a similar field to that described for the doctoral degree, may be substituted for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year performing the duties in a class with a level of responsibility equivalent to Research Analyst II.) and

Education: Graduation from college, with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.

Research Manager II (General)

Experience and education which provides ability to perform successfully as a Research Manager at the level for which application is made. and Either I One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Manager I.

Or II

Experience: Four years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and methodology of a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree may be substituted in a similar field to that described for the doctoral degree, for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to Research Manager I to two years equivalent to Research Analyst II.) and

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.